

### **State Health Plan (SHP) Annual Enrollment**

- View the [SHP ESS Annual Enrollment Guide](#) for assistance in completing your enrollment through Employee Self Service (ESS).
- All employees will be converted into the 70/30 Basic Plan effective 7/1/2010 unless you enroll/re-enroll in the 80/20 Standard Plan during Annual Enrollment.
- Employees can qualify to enroll/re-enroll in the 80/20 Standard Plan if they and their dependents:
  - do not use tobacco, or
  - are actively participating in a tobacco cessation program.
- Employees who qualify to enroll/re-enroll in the 80/20 Standard Plan will need to complete their enrollment and an attestation form declaring their eligibility through ESS. Note: The attestation form is a legally binding document that employees must complete each year to enroll in the 80/20 Standard Plan.
- If you would like to remain in the 70/30 Basic Plan, either by choice or due to tobacco use status, you do not need to complete an attestation form during Annual Enrollment. Only employees who want to enroll/re-enroll in the 80/20 Standard Plan are required to complete the attestation form.
- Employees who do not complete their enrollment or an attestation form during Annual Enrollment will remain in the 70/30 Basic plan, along with any covered dependents.
- Enrollment changes will become effective on July 1<sup>st</sup> but you will see your premium changes in your June paycheck(s).
- If you experience a qualifying event, i.e. newborn, marriage or etc. during Annual Enrollment, please complete your qualifying event enrollment first. If it is also necessary to make changes for Annual Enrollment, then return to ESS the **next day** to complete your annual enrollment changes.

### **New Hire/Newly Eligible Enrollment Information**

New hires or newly eligible employees should attend an orientation or consultation with their Agency Benefits Representative for an in-depth presentation outlining each benefit plans. To start your enrollment through ESS, click on the [New Hire/Newly Eligible](#) link. If you need additional help through the enrollment process, view the [ESS Step by Step Guide](#).

#### **Items to be aware of:**

- You must enroll within 30 days of your hire date.
- Coverage will begin:
  - For SHP: The first of the month following your hire date or the first of the second month following your hire date. For example, a new employee is hired on March 19<sup>th</sup> may begin coverage either April 1<sup>st</sup> or May 1<sup>st</sup>.
  - For NC Flex: The first of the month following your hire date.
- Deductions will occur:
  - For SHP: One month in advance of the coverage effective date.
  - For NC Flex: Same month of the coverage effective date.

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**Enrollment**

1 Plan Selection | 2 **Review Enrollment** | 3 Completed

A summary of your enrollment plans is listed below. If you are satisfied with your selection, select the **Save** button.

**Selection for Newly Eligible**

| Plan                     | Enrollment Validity   | Costs                      | Actions   |
|--------------------------|-----------------------|----------------------------|-----------|
| <b>Medical</b>           |                       |                            |           |
| PPO - Smart Choice Plans | 4/1/2009 - 12/31/9999 | 0.00 USD Monthly (Pre-Tax) | Added     |
| Enroll                   | 5/1/2009 - 12/31/9999 |                            | Unchanged |

This column contains estimated contributions, based on your salary. Therefore, the amounts shown here may differ significantly from actual amounts.

**Important!** When choosing coverage for the SHP, if you select the first month after your hire date, both months may appear chosen. Though, you have only enrolled in the first option. Once you have saved this option, you will not be able to switch to the second start date in ESS. **Please contact BEST Shared Service if you need to change your start date to the second month.**

- When entering your Health Care and Dependent Day Care FSA accounts, **you must enter an Annual Contribution amount**, not a monthly amount. For example, if you want your health care contribution to be \$100.00 per month, please enter \$1,200.00.

**Contribution for plan NC Flex Health Care FSA for the target period 1/1/2009 - 12/31/2009**

[Health FSA - Plan Details](#)

Contribution Amount:  USD (Maximum: 4,200.00 USD)

- Evidence of Insurability (EOI) will be required for the Life Insurance Plans if a new/newly eligible employee elects coverage over the \$100,000 guaranteed basis amount. EOI is the record of a person's past and current health events and is used to verify if a person meets the definition of good health by the insurance company. If EOI is required, a link "*Evidence of Insurability required no later than mm/dd/yyyy*" will display on the main enrollment screen. Click on this link and you will be redirected to the vendor's EOI form/webpage. Answer the EOI questions and return to the main enrollment page to complete your enrollment.

### **Life Changing Events**

- Newborn Enrollments: You will have two dates to select to change your health plan, the date of the birth of the newborn or the first of the month after the birth. In order for your newborn to have health coverage during the month they were born, you must select the enrollment options for the date of birth. Consult with your Agency Benefits Representative for additional information on the best option.